Preserve
10-9-59

App. F. IX-4

Previous References

1935-6

File No. 23-35

Serial Nos. 17

Letter References.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Jan 1937.

SUBJECT.

Report of action taken on the Notes of inspection of the District Board office Kolar Dt.

WD 0418—GPB—22,500—29-8-36

5/2/37

5731
2
LB23-35-17

Memo No. G. Per A 63/35-36 dated 6.6.36 from the Dep Commr, Kolar Dt forwarding a copy of the report of his inspection of the Dr BO Office, Kolar held on 29th & 30th May 1936

The file regarding the notes of previous inspection by the D.C., Kolar is not available.

2 Subtd for perusal. The report of action taken by the Distt Dr BO, Kolar on this report will be awaited upto 20th Sept 1936 as per standing orders & then a reminder issued

Yes
7/7/36

7.7.36

3 Submitted for perusal,
7/7/36

Sus B upto 20th Sept 1936
9.7.36

Dev Secy) 4
9.7.36
9/7/36

5 Draft reminder subtd
22.9.36

6
22/9/36

Issued No. L 2438 dated 29.9.36

TYPING SECTION
22 SEP 1936
GENL SECTT

Sus
3.10.36

Report of action taken on the Notes of inspection of the Dt B.D. Office – Kolar Dt

3291
L

General and Revenue
Secretariat

L.B. File No. 23 5791/3291 L of 193 5. [App. F. III—2

Serial No.

From the Pdt. Dt B.D. Kolar.

No. G1. 1554 / 36-37 dt 7. 1. 37.

Submits a report of action taken on the notes of inspection of the Dt B.D. Office by the D.C.

Subd for perusal

Only a report of a general nature has been made instead of pointing out categorically how they have been set right the defects and omissions. Since the Pdt has reported that action has been taken to remedy the defects pointed out in the inspection notes, perhaps no further action is called for

20.1.37

Dev: Secy.

21/1/37

MW. 29.1.37.

L 29/1/37

B

5735 21/1

B ~~[illegible]~~

21/1/37

LB 23-35-17

MUNICIPAL AND LOCAL BOARDS.

No. L. 360—*L. B.* 181-29-3, *dated* 11*th July* 1930.

In exercise of the powers conferred by the sections 92 and 100 of the Mysore District Boards' Regulation, the following rules are made by the Government for the inspection of the District Board Offices by the Deputy Commissioners:—

1. The Deputy Commissioner shall inspect the office of the District Board in his District at least once a year between the months of March and May.
2. The Deputy Commissioner shall give to the President 15 days' notice of his intention to inspect the District Board Office.
3. The President shall make satisfactory arrangements for inspection of the necessary records, accounts and other property of the Board by the Deputy Commissioner and shall for the purposes of such inspection afford access to such records, accounts and property to any person authorised by the Deputy Commissioner in writing in this behalf.
4. Within a month of the date of each inspection, the Deputy Commissioner shall submit a copy of the inspection report to the Secretary to Government in the General Department and the President concerned in the form appended to the notification.
5. The President will place the inspection report before the Board who shall consider the same within two months of its receipt by the President and a report of the action taken to rectify the irregularities, if any, noticed in the report shall be submitted to Government within three months of the receipt of the report.

By Order,
R. Ranga Rao,
General Secretary to Government.

Report on the inspection of the District Board Office......**Kolar.**

1. Name of the Inspecting Officer..**J. Appaji Gowda, Esq., B.A.(Hons.), Deputy Commissioner, Kolar.**
2. Duration of the inspection } Date commenced.....**29th May 1936.** Date concluded..**30th May 1936.**
3. Name of the officer in charge..**K. Chengalraya Reddy, Esq., B.A., B.L., President.**
4. Previous inspection } Date..**30th May 1935.** Name of officer...**T.G. Rama Iyer, Esq., B.A., Deputy Commissioner.**

QUESTIONS.

I. Committees and Officers.

1. Do the District Board and standing and other committees thereof meet regularly?	**Yes.**
2. Are regular journals of the proceedings of all meetings of the Boards and of each Committee kept?	**Yes.**
3. Has action been taken on all the resolutions of the Board and of the Committees and is the nature of action so taken noted against each resolution and also reported at any subsequent meeting?	**Yes.**
4. Have the powers and duties of the President and the Vice-President been clearly defined?	**The duties and powers as defined Government Order of 6th April 1920 are in force.**

II. Taxes on cesses.

5. Has a register of Board property been maintained and is it posted up-to-date?	**Yes.**
6. Are all the other registers prescribed maintained? If not, why?	**Yes.**
7. Check the arrear demand register and the process register and see if timely action is taken for the recovery of the arrears.	**Vide separate sheet.**
8. What is the amount of arrears due and to what years do they relate? Steps taken for their recovery may be noted.	

9. Is the progress of collection closely watched by the executive and scrutinised by the Standing Committee? What is the arrangement for such scrutiny?	The D.C.B. statement is checked and placed before the standing Committee for examination and scrutiny.
10. Are the processes prescribed for the recovery of taxes resorted to automatically? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted.	*Vide* separate sheet
11. Is there a Miscellaneous Demand and Collection Register? Are all items sold by public auction? Is this done promptly? Are there any arrears outstanding? What action has been taken for their recovery?	Yes. Nil.
12. Are instalments payable by toll-gate contractors received every month on the due dates? Instalments due and the periods they pertain to, may be noted together with information as to the steps taken for recovery.	The Toll gates are being managed by Government from 1st January 1936. There are no arrears of khists for the first half year of 1935-36. Action taken for the recovery of khists of previous year is detailed in a separate sheet attached

III. Conservancy and Sanitation.

13. Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day?	Yes.
What is the general condition of the work indicated by these records? Is it up-to-date and efficeint?	The weekly diaries received from the Sanitary Inspectors are being reviewed once a month. The review for March '36 has been prepared and is under issue.
14. How many license applications referred for inspection are pending, how long since and why? 15. Is there a notice register of all notices issued under different sections of the District Board's Regulation? Does it show the final disposal of each notice. 16. Is a prosecution register maintained? And state if it is properly maintained. 17. What are the arrangements for the prosecution of offences? Are cases disposed of promptly? From the statistics of prosecutions, it may be noted whether the arrangements are effective.	Not applicable to this Office.

IV Public Works.

18. Are unauthorised encroachments by private persons on the streets and drains promptly checked?	No such instances.
19. Is there a schedule of rates both for works and metal supply in the office? Is it prepared every year and sanctioned by the Board?	Yes. Sanctioned by the Board on 10th September 1935.
Are the estimates invariably framed in accordance with these rates?	Yes. Verified Est.20/35-36 and 30/35-36.
20. Check the list of incomplete works of the previous year and state in what stage they are at the time of inspection.	*Vide* separate list.
21. Are contracts executed before work is begun?	Yes.
22. Are there any works carried out by departmental agency?	No.
Is an abstract of the measurement book noted in the muster roll to facilitate comparison of outturn of work?	No.
23. Are the measurement books of all works maintained properly? Are they returned to the office records as soon as they are finished?	Yes.

24. Has there been regular progress of work throughout the year or is there any attempt to rush through works at the end?	It is more or less uniform.
25. Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference?	Yes.
26. Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used?	Lists have been received from two of the Sanitary Inspectors. The remaining ones may be obtained and filed.
27. Is a building register maintained showing the capital outlay and the expenditure incurred on their maintenance every year?	Yes.
28. Are tenders invited from the contractors.	Yes. for all works costing more than Rs. 1,000/- as per Rule 186 of the Manual. Tenders have been called (for in some cases in respect of (works costing less than Rs.1,000/-.
29. Are contracts given out to persons related to Presidents, Vice-Presidents and other District Board Members?	No.
30. Is security taken in all cases for the due fulfilment of a contract?	Mutchalikas on stamped papers are being obtained for all original works.

V General.

31. Is the office accommodation sufficient and suitable? Are the rooms, premises and furniture kept clean?	Yes.
32. Is a record of the qualifications and services of the ministeral officers maintained up-to-date?	Yes.
33. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?	Yes. Verified up to the end of December '35. Pay drawn in July of each year for June [illegible] should be noted in all the service Registers which has been done now only in a few cases. Quinquennial re-attestation is ~~overdue~~ not done in (most cases. This may be (attended to.
34. Are all appointments made in accordance with the rules?	Yes.
35. Is a statement of the periodical reports and returns due prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised by the Head of the office?	Yes.
How many and which returns were due at the time of inspection?	Cash account for the month of April '36 is due, pending approval of the Standing Committee in the meeting.
36. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate for the needs of the office or more than necessary? What is the condition of furniture kept?	Yes. Verified by the Head Clerk on 10th February 1936 and checked by the President on 1st August 1935. Furniture is adequate and in good condition.
37. Are old and unserviceable articles sold by public auction and the proceeds credited to the District Fund?	No such instances.
38. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?	One of the clerks who is also in charge of the records, arranged in one of the rooms of the office.
39. Is a complete set of the standing orders of Government relating to the work of the office maintained?	Yes.
Is it provided with a table of contents and, if bulky, also with index?	The table of contents which is partly put up, may be completed.
40. Is the file of District Board Rules and Bye-laws kept up-to-date?	There are 3 Bye-laws in force.- 1. Travellers' Bungalow and Musafirkhana Bye-laws. 2. Shandy Bye-laws. 3. Bye-laws re: the renewal of debenture loan Bonds.

41. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?	Yes.
42. Is a separate petition register maintained and does it show the method of disposal and the date and nature of endorsements granted?	Yes.
43. Is there any abnormal delay in the disposal of petitions?	Some petitions referred to the Sanitary Inspectors long back for report in 34-35 are still shown as pending vide petn. Nos 14 and 15/34-35 dated 6-9-34. The S.I's may be reminded to send their reports at once.
44. Are all disposed of records promptly made over to the record-keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record-room?	Records up to end of April '36 have been given to the record room.
45. Are the records of meetings kept in an orderly manner? Are the minutes of proceedings properly kept and made available for inspection by any inhabitant of the District?	Yes.
46. Are all the prescribed registers maintained?	Yes.
47. Examine the cash in the District Board Office and give the amount found at the time of your inspection. Does it agree with the book balance?	Yes.
48. Has sufficient security been taken from officials expected to handle the cash?	No security has yet been prescribed.
49. Is the pass book of the District Board written up in the Treasury periodically and returned without delay?	Once a month and returned without delay.
50. Is the cash book closed and balanced daily? Is the balance arrived at every month compared and agreed with that in the pass book?	Petty Cash Book closed daily. General Cash Book " Monthly.
51. Examine the classified abstract of receipts and expenditure and state if it is written up properly.	Written up to the end of March 1936.
52. Are the accounts audited monthly by auditors appointed from among the District Board Members? As the registers signed by them in token of their having examined them?	Accounts are being perused by the Standing Committee every month.
53. (*a*) Are audit notes received from the Comptroller's Office promptly disposed of? How many audit notes, if any, are pending, when were they received and why are they pending?	Out of 239 items from 24-25 and onwards, 144 objections have been disposed of. There are 95 still pending. Required information from the several offices concerned has been called for. All these items may be disposed of before the audit of accounts for 34-35 is taken up.
(*b*) Is there a register of objections received from the Comptroller? How many objections are pending disposal and why?	No separate register is maintained.
54. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?	30/- Office; 60/- with the S.I's, at 10/- each. Cash on hand on 30-5-36 is Rs 16-3-0.
55. Are there any longstanding advances made out of the office imprest awaiting adjustment? Details may be furnished.	No.
56. Is an advance register of the District Board money maintained? Is timely action taken for its recovery?	Yes. Rs 756-14-9 have been outstanding for the years from 1920 to 1929. The subject of treating the payments as final charges is pending resolution of the Board.
57 Are the cheques issued for the bills and the payments made therefor entered in a petty cash book?	Cheques drawn on self are accounted for in the petty cash book.
58. Is there a scale register of all District Board establishment in the Office? Is it kept up-to-date?	Yes.
59. Have personal claims of officers to pay, allowances and increments been discharged	No such instances.

Rs (Rs 5-2-0) since paid; amount of a bill to be paid to Printing Press.
16-3-0 - Balance of imprest.
Rs 21-5-0

Balance on hand is Rs 16-3-0. The balance out of imprest viz., Rs 13-13-0 has been advanced towards tour charges.

5718 of 36-35

GEN. & R. 5731 12 JUNE 1

without delay? If any are delayed, what is the cause for the same?	
60. Are pension applications prepared and submitted in time? How many cases are pending and why?	The only case relating to the claim of compassionate gratuity on behalf of one of the peons has been sent to the Comptroller for sanction.
61. What amount has been given by the President as sub-imprest to subordinate officers? Details may be noted. Are acknowledgments of permanent advance held by them duly received?	Rs. 60/- at Rs. 10/- each to the 6 Sanitary Inspectors. Acknowledged once a year.
62. Are all the records sorted? If not, what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?	Sorted up to the end of 27-5-1935 on which date time-barred records were destroyed.
63. Are all papers sent to the records as soon as they are disposed of duly stitched and feristed? Note instances to the contrary, if any.	*Vide* answer to question 44.
64. Have all time expired papers been eliminated after verifying the periods for which they are preserved and are they all destroyed and a note made to this effect in the register?	Yes. - up to 32-33 - D2.Dis. Papers. up to 20-21 - D1.Dis. Papers. The papers for the remaining years may also be eliminated and destroyed as per rules.
65. Are the money and stamps received for copies regularly entered in a register? Is the register submitted regularly to the Head of the office for inspection and signature every month? Where are all the money and stamps received for copies kept?	No such instances.
66. Extent to which points noted for action at previous inspections have been attended to.	Out of 10 daftars pending at the last inspection, 6 dafters have been sorted. The remaining work should be completed.
67. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office.	Nil. The office has been working very efficiently.

Sd. J. Appaji Gowda,

Deputy Commissioner,
Kolar District.

No.C.Per.A.63/35-36.

Office of the Deputy Commissioner,
Kolar District,
Dated, Kolar, the 4th June 1936.

Memo.

Copy forwarded, with compliments, to the Development Secretary to the Government of Mysore, Bangalore.

Deputy Commissioner,
Kolar District.

MVK.2.

(Additional Sheet)

Questions Nos. 7, 8, and 10.

Shandies:-

Arrears on 1st July 1935.	... ...	Rs 5,240-14- 0
Demand for 1935-36.	... ...	" 27,580- 0- 0
T o t a l.	... ...	" 32,820-14- 0

Collection:-Arrears:-
recoveries.-Rs 275- 0-10
Remissions.-" 175-11- 6

Current:-
Recoveries.-" 25,129-10- 0
Remission.- " 611- 6- 0

Total collection including remission.- ...	" 26,191-11- 6
Balance on 30th May '36 (Towards ('arrears - 4,790-2-6) (Current. 1839 -0-0) ...	6,629- 2-6

The current year's contracts have been cancelled and the collections are made amani owing to the failure of the contractors to fulfil the terms.

In respect of the previous year's arrears amounting to Rs. 4,790-2-6 suits have been filed for the recovery of [illegible] Rs 4,432-15-11. Decrees have been passed for Rs. 3,759-8-2. Execution applications have been filed in these cases. Suits for the recovery of Rs. 673-7-9 are pending in the Court. The Executive Engineer has been requested to recover Rs. 269-11-0 from the bills of the contractor. Notices have been issued in respect of Rs. 87-7-7. Hence coercive action has been taken for the entire arrears.

Tolls:- The management over District Fund Toll gates was transferred to Government with effect from 1st January 1936. A sum of Rs. 706-10-6 relating to the previous years is pending recovery. Action has been taken as detailed below:-

Arrears on 1-7-1935.	... ...	Rs 1,231-10- 6
Collection during 1935-36.	...	" 525- 0- 0
		" 706-10- 6

The demand of Rs. 2,207-12-0 for the first half year of 1935-36 was collected leaving no balance.

In respect of Rs. 706-10-6, five suits have been filed for Rs. 581-3-6. Decree has been passed in one case and execution application

was

was also filed on 10th April 1936. The Sanitary Inspectors have been asked to recover the balance of Rs. 125-7-0.

The Distraint warrants issued in August 1935 to the Sanitary Inspectors for execution are pending. The Sanitary Inspector may be reminded to expedite the execution and recover the amount.

Public works:- There were 129 incomplete works at the end of last year. Of these, 71 works were completed and an amount of Rs. 5,926/- has been paid. Works involving Rs.7,397/- are pending.

Distress Relief works:- 119 Estimates were sanctioned for Rs. 39,332/-. 26 works have been completed. Two were cancelled. 91 works are under progress. A sum of Rs. 11,281/- was spent during 35-36.

MVK.2.

Appendix F G—1]

SUBJECT..

....

....

Diary No. of letter replied to.......................

General and Revenue Secretariat

( )

the *193* .

Date of issue 29-9-36

Signed by

List of enclosures...

Copied by ....

Examined by...

Section L B

File No. 23-35

Serial No.

No. L 2435

To The Pdt., Dt Bd., Kolar Dt

(thro' the Dep Commr Kolar)

Sir,

I am directed to request you to be so good as to expedite the submission of the report of action taken on the notes of inspection of the Dt Bd office held by the Dep Commr. on the 29th & the 30th of May 1936

I have &c

22/9/36

For Secy to Govt

Dev Dept

No. ~~Ke~~ G 1554.
36-37

Encs...........

OFFICE OF THE PRESIDENT, DISTRICT BOARD,
KOLAR DISTRICT.
Dated, Kolar, the 7th Jan: 1937

From

K. CHENGALARAYA REDDY, Esqr., B.A., B.L.,
President, District Board, Kolar.

18/1/37

To

M. VENKATANARANAPPA, Esquire, B.A.,
Secretary to the Government of Mysore,
Development Department, BANGALORE.

3291

Thro'

(THE DEPUTY COMMISSIONER, KOLAR DISTRICT.)

EVENING TAPPAL, OFFICE OF THE DEPUTY COMMISSIONER, KOLAR DISTRICT.
13. JAN. 1937
6436

GEN. & REV. SECTT.
19 JAN. 1937
L. & L. BRANCH.

Sir,

With reference to your letter No.L.2435 dated 29th Septr:1936 calling for the submission of a report of action taken on the notes of inspection of the District Board Office held by the Deputy -- Commissioner on the 29th and 30th May 1936, I have the honour to state that the remarks made are noted and action taken to remedy the defects pointed out.

2. The Deputy Commissioner, Kolar District, has been requested in this Office D.O. letter No. K-e 3/36-37 dated 7-12-1936, to kindly arrange for the adjustment of advances amounting to Rs.756-14-9 outstanding from years 1920 to 1929.

3. As regards the audit objections, many have been since disposed of in consultation with the local auditors at the time of audit of accounts for the year 1934-35 and action is being taken to reply the remaining few items along with the reply to the audit notes relating to the year 1934-35.

4. The record sorting work is in progress and will be completed early.

I have the honour to be,
Sir,
Your most obedient servant,
K. Chengalaraya Reddy
President,
Dist. Board, Kolar.

LB 104
36-37

Forwarded with Compliments

Deputy Commissioner
Kolar District